

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7227531

Date Posted: 02/25/13

POSITION NO: 945930

Closing Date: OUF

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver

DEPARTMENT NAME: NAVAJO HEAD START - CHINLE AGENCY

DEPARTMENT NO: 722 WORKSITE LOCATION: CHINLE, ARIZONA

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V59A

Days: M-F

Permanent: ☒

SALARY:

Hours: 40 hrs per week

Temporary: ☐

Duration: \$ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 12.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Conducts and documents daily pre and post school bus inspections. Transports children from home to center and return home, to monitor the school monitor to ensure safe riding practices (i.e. loading and unloading procedures, ensures children are properly secured in the safety restraint systems, and releasing child to authorize caretakers). Communicates professionally with children, parents, community members and staff. Communicates proficiently and effectively on a two-way radio and other method of communication system. Documents daily activities and prepares required monthly reports. Cleans and sanitizes the school bus seats, safety restraint system, floors, windows, mirrors, rails, door handles and other assigned custodial duties, i.e. classroom, toys, kitchen, restrooms, etc. Documents mileage log, maintains fuel and maintenance report expenses, reports and documents accidents to supervisor and Fleet Coordinator.

Reports any problems with school bus that needs repairs or servicing to Fleet Coordinator and/or Fleet Management. Assist with meal and snacks preparation as needed and assist with classroom supervision of children. Provides training and guidance on safety practices and procedures according to Head Start Transportation Standards. Conducts school bus safety evacuation drills, attend meetings and trainings, assist the teacher in developing lesson plans on School Bus and Transportation safety instructions.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED; and a valid Commercial Driver's License with passenger and school bus endorsement.

Experience:

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, license etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Federal, State and Navajo Nation Traffic regulations and practice for Transportation of school age children; knowledge of inspections; basic skills in School Bus operation and preventative maintenance; knowledge of age appropriate learning and socialization activities. Work requires lifting up to 50 pounds, carrying, stooping, bending and working with children ages three to five years old.

License/Certification Requirements:

Must pass a criminal background check investigation (fingerprints and assessments) and a Physical Examination with Tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain First Aide/CPR, Food Handler Permits, Navajo Nation Operators Permit.

*****UNION POSITION**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99